



Policy: 1101
Chapter: Communications
Rule: Use of State/ADJC Property

Effective: 12/05/06
Replaces: 1101
Dated: 06/21/01

A.R.S.	A.C.A.	A.A.C
A.R.S. § 41-2804,		

Employees of the Arizona Department of Juvenile Corrections (ADJC) shall use professional practices when using any State/ADJC property; this includes, but is not limited to the use of ADJC issued cars, copy machines, computers, fax machines, cameras, telephones, and mail services. Equipment should be maintained and care taken to minimize waste of supplies. Preventing the loss, damage, misuse, or theft of this property is the responsibility of each employee. All communications, mail, internet browser and e-mail, and long-distance calls shall be made in accordance with state and agency regulations.

Michael D. Branham, Director

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